

**THE FOLLOWING CHANGES ARE FOR
FISCAL YEAR
1718**

December 22, 2017

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2017-18

Data Element Number: **197276**

Data Element Name: **Adult General Education, Literacy Completion Point Code Date Earned**

The numeric representation of the most recent date in the reporting period the participant achieved at least one literacy completion point in an education program that provides instruction below the post-secondary level. For participants enrolled in adult general education (NRS eligible) programs:

Code	Definition/Example
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00000000	Not Applicable
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MMDDYYYY	Record the most recent date the participant achieved at least one educational functioning level in an education program that provides instruction below the post-secondary level
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Notes: If participant is reported with more than one LCP in the same course, date reported should reflect the most recent date. A date should only be reported if an LCP was reported in the same course. Date reported may not be after course exit date. LCPs earned after the course exit, should be reported with the next term's enrollment.

Length: 8

Data Type: Numeric

Year Implemented: 1617

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Student Course DB9 48x

Surveys Required:

Survey F Yes

Survey S Yes

Survey W Yes

Appendixes:

None

Data Element Number: **197276**

Data Element Name: **Adult General Education, Literacy Completion Point Code Date Earned**

Description of Changes:

12/18/2017 Notes

Add comments to Definition/Example notes: "Date reported may not be after course exit date. LCPs earned after the course exit, should be reported with the next term's enrollment."

7/1/2016

New Element

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
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Year: 2017-18

Data Element Number: **197272**

Data Element Name: **Adult General Education, Withdrawal Reason**

Definition: Indicate, using the codes below, the reason for a student's withdrawal from adult general education.

Code	Definition/Example
A	Participant is incarcerated or residing in an institution or facility providing 24-hour support such as a hospital or treatment center
B	Participant is receiving medical treatment that precludes entry into unsubsidized employment or continued participation in the program.
C	Participant was found to be deceased
D	Participant is a member of the National Guard or other reserve military unit of the armed forces and is called to active duty for at least 90 days
E	Participant is in the foster care system or any other mandated residential program and has moved from the area as part of such a program or system (exclusion for youth participants only)
F	Participant was withdrawn and exited for non-attendance
G	Participant exited for a reason other than those identified above. This includes students who earned a diploma or equivalent and exited adult education.
N	Participant is in an NRS eligible program, is still enrolled at the end of the term, and is expected to be enrolled in the next term
Z	Participant is not enrolled in an NRS eligible program

Note: Values A - E will be used in determining students for exclusion from any NRS performance outcome measures based using placement or employment data

Length: 1
Data Type: Alphabetic
Year Implemented: 1617
State Standard: Yes
Use Types:
 State Reporting: Yes
 Local Accountability: Yes
 FASTER: No
 Migrant Tracking: No
Required Grades: Adult

Data Element Number: **197272**

Data Element Name: **Adult General Education, Withdrawal Reason**

Programs Required:

Workforce Development

Formats Required:

WDIS Student End of Term Status DB9 50x

Surveys Required:

Survey F Yes

Survey S Yes

Survey W Yes

Appendixes:

None

Description of Changes:

12/18/2017	Notes	Data Governance Request to add "Note: . . ." under Definition/Example
7/1/2016		New Element

FLORIDA DEPARTMENT OF EDUCATION
 DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
 AUTOMATED STUDENT INFORMATION SYSTEM
 AUTOMATED STUDENT DATA ELEMENTS

Year: 2017-18

Data Element Number: **114025**

Data Element Name: **Diploma Type**

The type of diploma awarded to the student upon high school graduation.

Code	Definition/Example
W06	Standard High School Diploma
W07	Special Diploma (option one) NOTE: This will not be a valid diploma type after the 2022-23 school year This option is valid only for students who began 9th grade in 2013-14 or earlier.
W10	State of Florida High School Performance-Based Diploma (GED and State Approved Graduation Test)
W27	Special Diploma (option two) NOTE: This will not be a valid diploma type after the 2022-23 school year. This option is valid only for students who began 9th grade in 2013-14 or earlier.
W43	Adult Standard High School Diploma (24-credit option)
W45	Adult State of Florida Diploma (GED)
W52	Adult Standard High School Diploma (Concordant and/or Comparative Score)
W54	Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)), 18 Credit Option
W55	Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) Concordant and/or Comparative Score, 18-Credit Option
W57	Adult Standard High School Diploma (statewide assessment wavier), 24 credit option
W58	Adult Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL)) (statewide assessment waiver), 18-Credit Option
WD1	Standard High School Diploma (Deferred Receipt)
WFT	Standard High School Diploma (Concordant and/or Comparative Score)
WFW	Standard High School Diploma (FCAT waiver) NOTE: This code is valid for students who entered 9th grade prior to the 2013-14 school year
WGA	State of Florida High School Performance-Based Diploma (GED and Concordant and/or Comparative Score)
WGD	State of Florida Diploma (Performance-Based Exit Option Model Program, GED only)
WRW	Standard High School Diploma (Statewide Standardized Assessment Results Waiver) NOTE: This applies to students entering 9th grade beginning in the 2013-14 school year

Data Element Number: **114025**

Data Element Name: **Diploma Type**

WXL	Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) options.
WXT	Standard High School Diploma (Academically Challenging Curriculum to Enhance Learning (ACCEL) Concordant and/or Comparative Score
WXW	Standard High School Diploma (Academically Challenging Curriculum to enhance Learning (ACCEL) statewide assessment waiver.
ZZZ	Not applicable

Terms:

Adult Standard High School Diploma

Diploma awarded to adult students, enrolled in a school district adult high school program, who have earned passing scores on the state approved graduation tests, successfully completed the minimum number of academic credits as identified in s. 1003.4282 (6)(b) F.S. and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W43)

Diplomas awarded to adult students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score and successfully met all other requirements for a standard diploma, s. 1003.4282, F.S. Florida Department of Education approved standardized tests for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (s. 1008.22(8), F.S.). (W52)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., including earning passing scores on the state approved graduation tests. (W54)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (W55)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed the minimum number of academic credits to receive a standard diploma as identified in s. 1003.4282(6)(b) F.S. and satisfied the state graduation test requirement with an approved statewide assessment waiver. (W57)

Diploma awarded to adult students, enrolled in a school district adult high school program, who have completed the minimum number of academic credits to receive a standard diploma based on the Academically Challenging Curriculum to Enhance Learning (ACCEL) options, 18-Credit Option, s. 1002.3105(5), F.S., and satisfied the state graduation test requirement with an approved statewide assessment waiver. (W58)

Differentiated Diploma:

Diploma awarded in lieu of the standard diploma to those students exceeding the prescribed minimums. Differentiated diplomas are to be recorded as standard diplomas (W06).

Special Diploma:

Diploma awarded to students who have been properly identified as intellectually disabled, deaf or hard-of-hearing, specific learning disabled, emotional/behavioral disabled, orthopedically impaired, dual sensory impaired, other health impaired, traumatic brain injury, autism spectrum disorder, or language impaired. Effective with the 1994-95 school year, school boards may award Special Diplomas based on two (2) options

Data Element Number: 114025

Data Element Name: Diploma Type

a) Option one shall include procedures for determining and certifying mastery of student performance standards for exceptional students as prescribed in Rule 6A-1.09961(1)(a), FAC. (W07)

b) Option two shall include procedures for determining and certifying mastery of demonstrated employment and community competencies in accordance with Rule 6A-1.09961(1)(b), FAC. (W27)

Standard Diploma using a Concordant and/or Comparative Score*:

Standard diploma awarded to students who have satisfied the state approved graduation test requirement through a concordant and/or comparative score, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WFT)

Standard Diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement through an approved state concordant and/or comparative score. (WXT)

*Note: Florida Department of Education approved standardized test for which scores that are concordant and/or comparative with the passing scores on the state approved graduation test may be used to satisfy graduation requirements for a standard diploma, (Section 1008.22(7)-(8), F.S.).

Standard Diploma:

Diploma awarded to students who have earned passing scores on the state approved graduation test, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (W06)

Standard diploma awarded to students with disabilities who have received an FCAT waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (Valid for students who entered 9th grade prior to the 2013-14 school year). (WFW)

Standard diploma awarded to students with disabilities who have received a Statewide Standardized Assessment Results Waiver, successfully completed the minimum number of academic credits as identified in Section 1003.4282, F.S., and achieved a cumulative grade point average of 2.0 on a 4.0 scale. (WRW)

Standard diploma awarded to students who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5). (WXL)

Standard diploma awarded to students with disabilities who graduated from school and met all of the requirements to receive a standard diploma based on the Academically Challenging Curriculum to enhance Learning (ACCEL) options, F.S. 1002.3105(5) and satisfied the state graduation test requirement with an approved statewide assessment waiver. (WXW)

State of Florida Diploma (GED):

Diploma awarded to students based on the student's satisfactory completion of the General Education Development Tests.

A) Diploma awarded to high school students who successfully completed the Performance-Based Exit Option Model Program requirements, successfully passed the GED, but did not pass the state approved graduation tests. (WGD)

b) Diplomas awarded to adult students should be recorded as W45.

Data Element Number: **114025**

Data Element Name: **Diploma Type**

NOTE: This information can be derived from the attendance system.

State of Florida High School Performance-Based Diploma

State of Florida High School Performance-Based High School Diploma
Performance-based diploma awarded to students who successfully completed the Performance-Based Exit Option Model Program requirements and have passed the GED Tests and the state approved graduation tests. (W10)

Performance-based diploma awarded to students who have successfully completed the Performance-Based Exit Option Model Program requirements, passed the GED Tests, and who have satisfied the state approved graduation test requirement through a concordant and/or comparative score*. (WGA)

Note: Students in the Performance-Based Exit Option Model must be in the 10th grade or higher in order to take the state approved graduation test.

Length: 3

Data Type: Alphanumeric

Year Implemented: 9495

State Standard: Yes

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: 12

Programs Required:

All Programs

Workforce Development

Formats Required:

Student End of Year Status DB9 17x

WDIS Student End of Term Status DB9 50x

Surveys Required:

Survey 5 Yes

Survey F Yes

Survey W Yes

Survey S Yes

Appendixes:

None

Data Element Number: 114025

Data Element Name: Diploma Type

Description of Changes:

12/18/2017	Codes	Add new code/definitions: W57 & W58;
12/18/2017	Codes	added language "Adult High School Diploma," after W55 paragraph.
7/1/2017	Codes	Added notes to codes W07 and W27.
5/12/2017	Codes	Revised language to code WRW to clarify the students applicable for this code.
7/28/2015	Codes	Added code WD1, which is to be included in grad rate calculations
7/1/2015	Codes	Removed codes W6A, W6B, WFA, WFB (not valid after 2014-15)
3/27/2015	Codes	Replaced term 'Alternative Assessment' with 'Concordant and/or Comparative Score'
3/12/2015	Codes	Added code WRW; revised definition of code WFT, and added notes to codes W07, W27, WFW.
3/12/2015	Notes	Added WRW note to Standard Diploma and added another statute reference for W06 and WFW.
7/22/2014	Codes	Update of the "Definition/Example" of the WGD code. Modification of notes to "Standard Diploma using an Alternate Assessment" and addition of notes for "Adult Standard High School Diplomas"
5/28/2014	Codes	Addition of adult standard HS diploma codes W54 and W55 to include 18 credit option . Specified 24 credit option for W43. Updated "notes" for W6A, W6B, WFA, WFB.
1/30/2014	Codes	WXT and WXW standard diploma types added
10/31/2013	Codes	W6A and W6B – Added a note within the definition of the codes.
9/17/2013	Notes	Added note for diploma type: WXL.
9/17/2013	Codes	Addition of new diploma type: WXL.
7/1/2013	Codes	The definitions for codes W10 and WGA are modified. They are not diploma codes.
6/1/2012	Notes	Revised description of Special Diploma under Terms. Deleted educable, trainable and profoundly mentally handicapped and replaced with intellectually disabled.

FLORIDA DEPARTMENT OF EDUCATION
DOE INFORMATION DATABASE REQUIREMENTS VOLUME I:
AUTOMATED STUDENT INFORMATION SYSTEM
AUTOMATED STUDENT DATA ELEMENTS

Year: 2017-18

Data Element Number: **187011**

Data Element Name: **WDIS Student Instructional Hours**

WDIS Student Instructional Hours is a whole number, expressed in hours, assuming no decimal places and right justified with leading zeros.

WDIS Student Instructional Hours may not be reported in the Workforce Development Information System (WDIS) for students enrolled in courses or programs for which the direct instructional costs have been fully funded by an external agency. Section 1011.80(5)(d), Florida Statutes:

“State funding and student fees for workforce education instruction shall be established as follows: For a public educational institution that has been fully funded by an external agency for direct instructional costs of any course or program, the FTE generated shall not be reported for state funding.”

For Adult General Education (Cost Reporting Codes ranging from 401 – 409*):

For the procedures governing the reporting of WDIS Student Instructional Hours for adult general education students for the summer reporting term, see the procedures and technical assistance documents found at these links:

http://info.fldoe.org/docushare/dsweb/Get/Document-3722/06_14memo.pdf

http://info.fldoe.org/docushare/dsweb/Get/Document-3724/06_14att2.pdf

http://info.fldoe.org/docushare/dsweb/Get/Document-3723/06_14att1.pdf

Effective for the fall term of the 2017-18 reporting year, WDIS Student Instructional Hours for adult general education students must be reported in accordance with the requirements in Rule 6A-10.0381, Florida Administrative Code. The text of the rule can be accessed at the following web link: <https://www.flrules.org/>.

A technical assistance paper and rule summary are posted here (See “Instructional Hours Reporting for Adult Education.”): <http://www.fldoe.org/academics/career-adult-edu/career-adult-edu-technical-assistance-.html>

For Career Certificate and Applied Technology Diploma (Cost Reporting Codes ranging from 351 – 369*):

For career certificate and applied technology diploma students, the WDIS Instructional hours shall be defined as the number of scheduled course hours from a student’s first day of enrollment in a course and to his/her last scheduled day of enrollment in the course. If the student’s enrollment in a course crosses reporting surveys, the instructional hours shall be pro-rated across the survey.

WDIS Instructional hours may not exceed the contact hours for which a student has paid/deferred tuition or received a waiver/exemption for the payment of tuition; the only exception is for instructional hours of students who withdrew after the drop/add period. If a student withdraws from a course prior to the end of the reporting survey (but after a drop/add period), the instructional hours may still be reported through the end of the course for that survey. For cases in which a student transfers to a different section in the same course during the survey, the instructional hours for the first section must be reported based on the hours from the date of enrollment to the date of transfer.

Code	Definition/Example
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Cost Reporting Codes ranging from 351 – 369*

0100	The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey.
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0150	The student enrolls in a 150 hour course and is scheduled to attend 150 hours within the survey. The student remains in this course to the end of the survey. For this student, WDIS instructional hours are 150.
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0150	The student enrolls in a 150 hour course and is scheduled to attend 100 hours in the fall survey and 50 hours in the spring survey. The student remains in this course to the end of the second survey. For this student, WDIS instructional hours are 100 hours in the fall survey and 50 hours in the spring survey.
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Data Element Number: **187011**

Data Element Name: **WDIS Student Instructional Hours**

For Continuing Workforce Education and Apprenticeship (Cost Reporting Codes ranging from 341 – 349, 371 and 372*):
For each Continuing Workforce Education and apprenticeship student, the WDIS Student Instructional Hours shall be defined as the number of scheduled hours from that student's first day of enrollment in that program and course through the last scheduled day for that program and course in the survey regardless of attendance.

The following Continuing Workforce Education and apprenticeship examples apply in district XX where there are 18 weeks in a semester. The WDIS class in question is scheduled to meet for one hour twice each week for a WDIS Class Length of 36 scheduled hours.

Reporting Codes ranging from 341 – 349, 371 and 372*

0032 The student enrolls on the fifth class day of the course (missing the first four classes). WDIS Student Instructional Hours are calculated from the fifth day of class through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 32.

0036 The student enrolls on the first day of the course. WDIS Student Instructional Hours are calculated from the first class day of the course through the last scheduled class day in the survey. For this student, WDIS Student Instructional Hours are 36.

See data element 108791, Cost Reporting Code, for valid codes at this link:
http://www.fldoe.org/eias/dataweb/database_0910/st37_1.pdf

Length: 4

Data Type: Numeric

Year Implemented: 0203

State Standard: No

Use Types:

State Reporting: Yes

Local Accountability: Yes

FASTER: No

Migrant Tracking: No

Required Grades: Adult

Programs Required:

Workforce Development

Formats Required:

WDIS Adult General Education Student Course DB9 48x

WDIS Career and Technical Education Student Course Schedule DB9 47x

Surveys Required:

Survey F Yes

Survey W Yes

Survey G Yes

Survey S Yes

Survey X Yes

Data Element Number: **187011**

Data Element Name: **WDIS Student Instructional Hours**

Appendixes:


None

Description of Changes:

12/18/2017 Definition

Data Governance request – update text with links to current State rule and TA papers.

STUDENT END OF YEAR STATUS – REJECT RULES

 9. Diploma Type must be W06, W07, W10, WD1, WFW, WFT, WGD, WGA, WRW, WXL, WXT, WXW, W27, W43, W45, W52, W54, W55, W57, W58 or ZZZ. - record rejected.

EXAMPLE


The first and second records listed below would be loaded to the data base assuming no other reject rule would cause their rejection. The third record would be rejected because Diploma Type is an invalid code.

District Number, Current Enrollment	Student Number Identifier, Florida	Diploma Type
30	301234567X	W06
30	301234568X	W43
* 30	301234569X	XXX

DISTRICT RESPONSIBILITY

If the rejected records should not have been submitted, no action is required. However, if the district wishes the data in the rejected records to be loaded to the database, the district must correct the Diploma Type and resubmit the records.

STUDENT END OF YEAR STATUS – REJECT RULES

 **3C. If Diploma Type is W43, W45, W52, W54, W55, W57 or W58, Grade Level must be 30 or 31. –record rejected-**

EXAMPLE

The first record listed below would be loaded to the data base assuming no other reject rule would cause its rejection. The second record would be rejected because Grade Level is not 30 or 31 and Diploma Type is W43.

Student Number Identifier, Florida	Grade Level	Diploma Type
012345678X	31	W45
* 012345679X	11	W43

DISTRICT RESPONSIBILITY

If the rejected record should not have been submitted, no action is required. However, if the district wishes the data in the rejected record to be loaded to the data base, the district must correct the Diploma Type or the Grade Level so that they are in the proper relationship and resubmit the record.

Appendix(es) Updated

User Manual:

- **Appendix A:** Contact Persons
- **Appendix T:** District Contact for Student Identifiers

Student:

- **Appendix A:** Attendance Recordkeeping Required Codes for Grades PK-12 Students
- **Appendix B:** Attendance Recordkeeping Required Codes for Adult Students
- **Appendix I:** Test Name Table
- **Appendix L:** Test Subject Content Codes
- **Appendix Y:** Career and Professional Academies Registered with FLDOE
- **Appendix Z:** Industry Certification Identifier
- **Appendix FF:** Career and Professional Education Act Career-Themed Courses Registered with FLDOE

Format(s) Updated

Student:

- **Student End of Year Status:** Addition of 2 codes/definition (W57 &W58); Addition text under “Adult High School Diploma”
- **Student Transportation:** Update for the “count window”